2018/19

### **Broward County Public Schools**

# **BACK TO SCHOOL Online Forms**



Attention: Parents/Guardians

### Directions for Completing the Back to School Forms online

1. Broward County Public Schools (BCPS) parents/guardians can now submit online the required Back to School forms for their child/children easily and conveniently in the language of their choice at:

www.browardschools.com/bts



- 2. The Back to School Forms "Wizard", as it is called, replaces the paper forms. Forms include the emergency contact form, Code of Student conduct form, media release form, medical authorization form and many more that have to be filled out each year. Please complete the "wizard" entirely and print out the confirmation page, along with any required medical forms, then, sign and return them to your child's teacher or school. Many schools will provide parents access to a computer and printer if needed.
- 3. Once you have filled out the forms, you will get a screen like the sample below with a confirmation ID and link to a submission form.



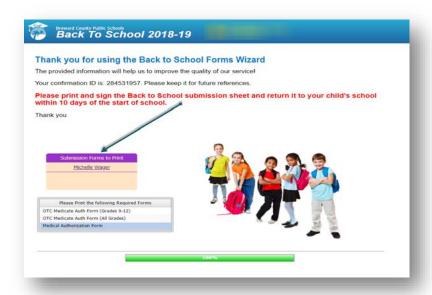
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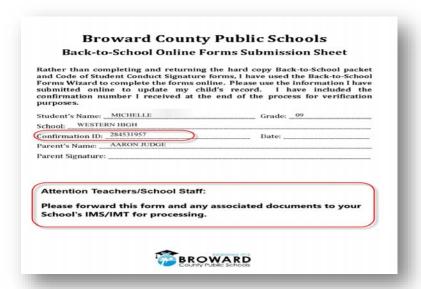
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4. Please print and sign the Back to School Submission form.



5. Return the submission form and any associated documents to your child's teacher or school staff within 10 days of completion.



6. You have completed the BTS online forms process - thank you!

